The LSTA Proposal Review Committee consists of the State Librarian, LSTA Coordinator, Library Development Services Consultants, and a representative from a public library, a partner organization and the University of SC's School of Library and Information Science.

THE PROPOSAL REVIEW PROCESS

1. A preliminary review by the LSTA Coordinator determines if required proposal components are included. Applicants are contacted when additional information is needed.

2. Copies are provided to the Review Committee.

3. Reviewers individually, using a standard evaluation form, examine proposals.

4. Committee meets, discusses evaluation scoring, makes funding recommendations and assigns project consultants. *NOTE:* The State Librarian makes all final funding decisions.

5. Successful proposal applicants are provided a due date for submission of their official application and the name of their assigned Consultant. All applicants may contact the LSTA Coordinator for assistance as needed.

6. Unsuccessful proposal applicants are provided feedback.

APPLICANTS SHOULD MAKE EVERY ATTEMPT TO ENSURE THAT THEIR PROPOSALS DEMONSTRATE THESE FUNDAMENTAL AND STANDARD CRITERIA:

- **Format** - Applicant followed all proposal format submission requirements; project timeline matches the grant activity period; and proposed project addresses funding priorities for the current LSTA cycle or at least one of the federal purposes and one of the state goals.

- **Project Design** reflects organization and demonstrates a clear understanding of the need(s) to be addressed by the project; target audience is clearly identified; and development of measurable objectives is likely.

- **Project Benefit** - The immediate need is linked to some information source that demonstrates the need is real; long term benefits and the potential impact on the proposed target audience are articulated.

- **Technical Plan** - Methodologies and components identified are considered reasonably appropriate for achieving the stated purpose(s).

- **Management Plan** can reasonably be completed in the time period proposed and provides sufficient evidence that the applicant institution has the necessary resources to carry out the project.

- **Proposed Budget** is clearly stated and seems reasonable in relationship to the scope of the proposed project; major budget items relate to specific aspects of the proposed project.

- **Project Evaluation** – Proposal demonstrates the potential for credible evaluation *(determination of the impact on the target audience)*

- **Sustainability** - Proposal demonstrates the potential for continuation of major service components upon expiration of LSTA funds.